



RECORDS RETENTION AND DISPOSITION SCHEDULE

State Form 5 (R4/8-03)

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|--|------------------|---|--|----------------------------|------------------------|
| Name of agency: Natural Resources Commission | | Name of division: | | Telephone number: 232-4699 | |
| Address (number and street, city, state, zip): Indiana Government Center North, N501, 100 North Senate Ave., Indianapolis, Indiana 46204 | | | | | |
| Agency head signature of approval | | Name of agency head (type or printed) Bryan Poynter | | | Date of draft approval |
| Commission on Public Records Signature of final approval | | | | | Date of final approval |
| ITEM NO. | RECORD SERIES | TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis) | | RETENTION PERIOD | |

Please add

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|---|----------|---|--|
| 1 | new item | ADJUDICATION CASE FILES Proceedings for which the Natural Resources Commission, its administrative law judge, hearing officer, or other related board is responsible for making a final disposition. Typically these proceedings are governed by I.C. 4-21.5-3 and case files include petitions for review, briefs and other pleadings, filings, reports, recommendations, orders, settlement agreements, evidentiary material presented by parties, decisions and other information. | MICROFILM according to 60 IAC 2 one (1) year after final adjudication of the appeal. DESTROY hard copies after verification of the microfilm for completeness and legibility. TRANSFER original negative roll to the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION for permanent archival retention. TRANSFER duplicate negative roll and CD to agency. DESTROY agency copies fifty (50) years after final adjudication of the appeal. |
| 2 | new item | MEDIATION FILES Mediation conducted in accordance with I.C. 4-21.5-3.5 [or ADR Rules of Court (Rule 2)]. Mediation files may contain parties' confidential statements, mediation agreements, miscellaneous correspondence, mediator's notes and other related documents. Access to these records may be affected by IC 4-21.5-3.5-27 [or Rule 2]. | DESTROY confidentially one (1) year after mediation is closed. |